



EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit

Employee Name: Tara Martich	Title, Series, Grade: Ecologist. 0408 , 13
Performance Period: 12/28/2014 - 09/30/2015	Organizational Location: no data

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.

Employee's Signature and Date

Tara Martich 1/29/15

Supervisor's Signature and Date

Jeff Karpus 2/10/15

Individual being rated is a: Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date	<i>JK</i> 1/29/15		

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.

Employee's Initials
and Date

SECTION 3. END OF YEAR RATING

Summary Rating Levels* <i>Exceeds Expectations</i> *See next page for definitions and additional guidance	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date <i>Jeff Karpus</i> 10/30/15	Employee's Signature and Date <i>Tara Martich</i> 11/2/15
Higher Level Supervisor's Signature and Date	Employee Comments <input type="checkbox"/> Is Attached <input type="checkbox"/> Is Not Attached



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name: Tara Martich	Title, Series, Grade: Ecologist, 0408, 13
Performance Period: 12/28/2014 - 09/30/2015	Organizational Location: no data

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.

Employee's Signature and Date <i>Tara Martich</i> 1/29/15	Supervisor's Signature and Date <i>Jeff Kneufel</i> 2/10/15
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Individual being rated is a: Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date	<i>JK</i> 1/29/15		

My supervisor and I have discussed my performance for this period in relation to my performance standards.

Employee's Initials and Date	
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* <i>Exceeds Expectations</i> <small>*See next page for definitions and additional guidance</small>	Learning a. My supervisor and I have discussed my performance for the year and an Individual Learning Plan <input type="checkbox"/> is attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date <i>Jeff Kneufel</i> 10/30/15	Employee's Signature
Higher Level Supervisor's Signature and Date	Employee's Comments <input type="checkbox"/> Is Attached

*Added
w/ Doc
CCE
Ratings*



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name: Tara Martich	Title, Series, Grade: Ecologist, 0408 , 13
Performance Period: 12/28/2014 - 09/30/2015	Organizational Location: no data

PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit

Definitions of Summary Rating Levels

Outstanding

- *Consistently proposes new, creative approaches and practical ideas that are accepted by fellow workers and incorporated into day-to-day work operations to improve efficiency and effectiveness of the work.
- *Coworkers are motivated and energized by employee's actions and the employee is often sought for advice concerning complex, controversial, and difficult issues prior to implementation.
- *Employee is consistently proactive, demonstrates initiative, and uses exceptional judgment.
- *Understands the political realities of situations, keeps supervisor and/or Team Leader informed of issues and problems and uses discretion in keeping sensitive matters confidential.
- *Employee most often resolves problems independently and effectively eliminates problems from happening without supervisory intervention or assistance.
- *Employee makes significant contributions to the mission and priorities of the unit, office, region and constituencies on a regular basis.

Exceeds Expectations

This level signifies that the results achieved are clearly beyond what could be reasonably expected for Fully Successful performance.

Fully Successful

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

Minimally Satisfactory

This level signifies that there is a performance-related problem(s) although the performance has not reached "Unacceptable" in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume and/or quality within established timeframes; or exhibits limited sense of personal responsibility and accountability in work assignments; or experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to "Fully Successful."

Unacceptable

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a Performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to "Fully Successful."

Determining Summary Performance Ratings

Apply the following process to determine the summary performance rating level for the year:

Outstanding

For a summary performance rating of Outstanding, the one half or more of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

Exceeds Expectations

For a summary performance rating of Exceeds Expectations, the one half or more of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.

Minimally Satisfactory

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unacceptable.

Unacceptable

For a summary rating of Unacceptable, one or more Critical Elements are rated Unacceptable.



**EPA Performance Appraisal and Recognition System
Performance Plan and Summary Appraisal Package
Agency Benchmark Standards**

Instructions for Applying Standards: Ratings at all levels must be evaluated in the context of the grade level and job duties of the individual employee to the extent they apply to the critical element.

Outstanding

Delivers products or services that, to an extraordinary degree, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of exceptional quality and provide exemplary models, skill, and knowledge of subject area. Products are consistently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts with exceptional quickness and ease to changing priorities, consistently taking the lead. Products or services demonstrate exceptional research and analysis. Exhibits exceptional skills in independently planning, organizing, and prioritizing multiple assignments. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase results, efficiency, or effectiveness. Communicates verbally and in writing with exceptional clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are always well received and easily understood by a range of individuals and groups and significantly promote the Agency's programs and mission. Provides exceptional leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included.*

Exceeds Expectations

Delivers products or services that, to a degree beyond what can reasonably be expected, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of superior quality and provide excellent models for addressing the most difficult and complex work challenges and demonstrate high levels of creativity, skill, and knowledge of subject area. Products or services are frequently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts quickly to changing priorities often taking the lead. Products or services demonstrate high quality research and analysis. Exhibits excellent skills in independently planning, organizing, and prioritizing multiple assignments. Frequently develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Communicates verbally and in writing with excellent clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are consistently well received and easily understood by a range of individuals and groups, significantly promoting the Agency's programs and mission. Provides high quality leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included.*

Fully Successful

Delivers products or services that support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of a good quality and provide good models for addressing work challenges and require high levels of creativity, skill, and knowledge of subject area. Products are produced within the expected timeframes and reliably comply with applicable statutes, regulations, and established

policies and procedures. Adjusts to changing priorities. Products or services demonstrate thorough research and analysis. Exhibits effective skills in independently planning, organizing, and prioritizing multiple assignments. Develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Effectively communicates verbally and in writing. Written materials are well received and easily understood by a range of individuals and groups promoting the Agency's programs and mission. Promotes teamwork and collaboration across organizations. ***Measures and metrics may be included.***

Minimally Satisfactory

Delivers products or services that marginally support the Agency's strategic plan, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate occasional deficiencies in creativity, skill, and knowledge of subject area. Products or services are occasionally produced in an untimely manner or do not comply with applicable statutes, regulations, and established policies and procedures. Has some difficulty adjusting to changing priorities. Products or services sometimes lack adequate research and analysis. Occasionally demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Infrequently offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications lack clarity. Written materials are generally not well received or understood by a range of individuals and groups. Infrequently promotes teamwork and collaboration across organizations.

Measures and metrics may be included.

Unacceptable

Often delivers products or services that do not support Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate frequent deficiencies in creativity, skill, and knowledge of subject area. Products are not produced in a timely manner and do not comply with applicable statutes, regulations, and established policies and procedures. Often has difficulty adjusting to changing priorities. Products or services often lack adequate research and analysis. Often demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Rarely offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications often lack clarity. Written materials are frequently not well received or understood by a range of individuals and groups. Does not promote teamwork and collaboration across organizations. ***Measures and metrics may be included.***

EPA Performance Plan for Tara Martich, no data,

Critical Job Element 1:

Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Analyze and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional

procedures for preparing and routing enforcement documents and packages (e.g., NOV, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (e.g., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity and economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices or organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely and that the reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☐ Outstanding ☒ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 2:

Conducts non-inspection and inspection compliance monitoring.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Non-inspection Compliance Monitoring:

Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up (warning letter, requests for information). Prepares post-evaluation correspondence (warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making.

Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement. (See employee's individual work plan.)

Conducting Inspections:

Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets and are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☐ Outstanding ☒ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 3:

Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive

feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole.

Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions. The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals for the program and office.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:
☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Strategic Plan elements supported by this CJE:

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Supervisor's Notes: *

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Rating:
☐ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Strategic Plan elements supported by this CJE:

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:
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EPA Performance Appraisal and Recognition System (PARS) 12/28/14 – 9/30/15

Employee: Tara Martich
Supervisor: Jeff KenKnight
Summary Rating: Exceeds Expectations

CJE1: Conducts timely and appropriate enforcement actions
Rating: Exceeds Expectations

CJE2: Conducts non-inspection and inspection compliance monitoring
Rating: Exceeds Expectations

CJE3: Promotes cooperation, teamwork, and effectiveness of the unit/office/agency through personal accountability and leadership
Rating: Outstanding

Narrative/outcomes, outputs, supervisor notes:

Tara is recognized for her outstanding cooperation, teamwork and effectiveness in the office. Tara is an excellent role model for others in the office for how she goes about her work. Tara is very collaborative with her colleagues, always looking for opportunities to make a positive change on a project or any in-office interaction. Tara is eager to speak up and never shy about articulating what is on her mind in a concise, constructive way. Tara is quick to spot issues that may impact her projects but also quickly presents options to overcome these obstacles. Thanks Tara for all your contributions to the organization.

09.



EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit

Employee Name:

Tara Martich

*Place based - A00***Title, Series, Grade:**

, 0408, GS-13

*Ecologist***Performance Period:**

10/01/2008 - 09/30/2009

Organizational Location:

no data

OCE, NCU

PRIVACY ACT STATEMENT

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**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name: Tara Martich	Title, Series, Grade: , 0408, GS-13
Performance Period: 10/01/2008 - 09/30/2009	Organizational Location: no data

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.

Employee's Signature and Date	Supervisor's Signature and Date <i>Tara Martich</i> 10/9/08
--------------------------------------	---

Individual being rated is a: Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:

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	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date			

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Employee's Initials and Date			
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* <i>*See next page for definitions and additional guidance</i>	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date	Employee's Signature and Date
Higher Level Supervisor's Signature and Date	Employee Comments <input type="checkbox"/> Is Attached <input type="checkbox"/> Is Not Attached

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

of pages = 1

10 31 a.m. 10-09-2008

2 / 2

To <u>Kim Ogle</u>	From <u>Tara</u>
Dept/Agency	Phone #
Fax #	Fax #

NBN 7540-01-317-7388 5090-101 GENERAL SERVICES ADMINISTRATION



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name: Tara Martich	Title, Series, Grade: . 0408, GS-13
Performance Period: 10/01/2008 - 09/30/2009	Organizational Location: no data

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.

Employee's Signature and Date

Tara A Martich 10/9/08

Supervisor's Signature and Date

Kimberly A. Ogle 10/9/08

Individual being rated is a: Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date			

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.

Employee's Initials and Date			
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SECTION 3. END OF YEAR RATING**Summary Rating Levels***

*See next page for definitions and additional guidance

Learning and Development

My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP).

☐ is attached ☐ is not attached

My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date	Employee's Signature and Date
Higher Level Supervisor's Signature and Date	Employee Comments <input type="checkbox"/> Is Attached <input type="checkbox"/> Is Not Attached


206

EPA

09:48:42 a.m.

11-13-2008

3/11

 EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit			
Employee Name: Tara Martich		Title, Series, Grade: Ecologist, 0408, GS-13	
Performance Period: 10/01/2008 - 09/30/2009		Organizational Location: NPDES Compliance Unit	
SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS			
My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.			
Employee's Signature and Date <i>Tara A. Martich 11/13/08</i>		Supervisor's Signature and Date <i>James C. Calk 11/13/08</i>	
Individual being rated is a: Employee			
Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: <i>This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.</i>			
Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:			
SECTION 2. PROGRESS REVIEW(S)			
	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date	<i>Sho 4/20/09</i>		
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.			
Employee's Initials and Date			
SECTION 3. END OF YEAR RATING			
Summary Rating Levels*		Learning and Development	
*See next page for definitions and additional guidance		My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached	
My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.			
Supervisor's Signature and Date		Employee's Signature and Date	
Higher Level Supervisor's Signature and Date		Employee Comments <input type="checkbox"/> Is Attached <input type="checkbox"/> Is Not Attached	

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

of pages ▶ 1

To <i>Cindy Phung</i>	From <i>Tara Martich</i>
Dept./Agency	Phone #
Fax #	Fax #

2

NBN 7540-01-317-7365

5009-101

GENERAL SERVICES ADMINISTRATION

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EPA

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11-13-2008

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EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit			
Employee Name: Tara Martich		THE	Cindy - fax to tara for initials + date - ask her to fax or back
Performance Period: 10/01/2008 - 09/30/2009		ON	
SECTION 1. DETERMINING CRITICAL ELEMENTS AND SET My supervisor and I have discussed the critical elements that I v period.			
Employee's Signature and Date Tara A. Martich 11/13/08		the course of this rating initials and Date 11/13/08	
Individual being rated is a: Employee			
Linking CE: It is important that critical elements (CEs) be linked to the Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.			
Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:			
SECTION 2. PROGRESS REVIEW(S)			
Mid Year Review (Required)	PARS Changes during Performance Cycle	Other Review (Optional)	
Supervisor's Initials and Date JHW 4/20/09			
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.			
Employee's Initials and Date TM 4/20/09			
SECTION 3. END OF YEAR RATING			
Summary Rating Levels*		Learning and Development	
*See next page for definitions and additional guidance		My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached	
My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.			
Supervisor's Signature and Date		Employee's Signature and Date	
Higher Level Supervisor's Signature and Date		Employee Comments <input type="checkbox"/> is Attached <input type="checkbox"/> is Not Attached	

Tara
mid
year

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

of pages >

To: Kim Ogle	From: Tara Martich
Dept./Agency	Phone # 907-271-6592
Fax # 206-553-1280	Fax #

NSN 7540-01-317-7368


5099-101

GENERAL SERVICES ADMINISTRATION

NOV/06/2009/FRI 05:00 PM

FAX No.

P. 001

 EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit			
Employee Name: Tara Martich		Title, Series, Grade: Ecologist, 0408, GS-13	
Performance Period: 10/01/2008 - 09/30/2009		Organizational Location: NPDES Compliance Unit	
SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.			
Employee's Signature and Date		Supervisor's Signature and Date	
Individual being rated is a: Employee			
Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: <i>This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.</i>			
SECTION 2. PROGRESS REVIEW(S)			
	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date			
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.			
Employee's Initials and Date			
SECTION 3. END OF YEAR RATING			
Summary Rating Levels*		Learning and Development	
Exceeds Expectations <i>*See next page for definitions and additional guidance</i>		My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached	
My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.			
Supervisor's Signature and Date <i>Barberly A. Gable 11/6/09</i>		Employee's Signature and Date <i>Tara A. Martich 11/6/09</i>	
Higher Level Supervisor's Signature and Date		Employee Comments N/A <input type="checkbox"/> Is Attached <input checked="" type="checkbox"/> Is Not Attached	



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name: Tara Martich	Title, Series, Grade: Ecologist, 0408, GS-13
Performance Period: 10/01/2008 - 09/30/2009	Organizational Location: NPDES Compliance Unit

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period.

Employee's Signature and Date	Supervisor's Signature and Date
--------------------------------------	--

Individual being rated is a: Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)
Supervisor's Initials and Date			

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.

Employee's Initials and Date			
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* Exceeds Expectations <i>*See next page for definitions and additional guidance</i>	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date <i>Kimberly A. Ogale 11/6/09</i>	Employee's Signature and Date
Higher Level Supervisor's Signature and Date	Employee Comments <input type="checkbox"/> Is Attached <input type="checkbox"/> Is Not Attached



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name:

Tara Martich

Title, Series, Grade:

Ecologist, 0408, GS-13

Performance Period:

10/01/2008 - 09/30/2009

Organizational Location:

NPDES Compliance Unit

PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit

Definitions of Summary Rating Levels

Outstanding

- *Consistently proposes new, creative approaches and practical ideas that are accepted by fellow workers and incorporated into day-to-day work operations to improve efficiency and effectiveness of the work.
- *Coworkers are motivated and energized by employee's actions and the employee is often sought for advice concerning complex, controversial, and difficult issues prior to implementation.
- *Employee is consistently proactive, demonstrates initiative, and uses exceptional judgment.
- *Understands the political realities of situations, keeps supervisor and/or Team Leader informed of issues and problems and uses discretion in keeping sensitive matters confidential.
- *Employee most often resolves problems independently and effectively eliminates problems from happening without supervisory intervention or assistance.
- *Employee makes significant contributions to the mission and priorities of the unit, office, region and constituencies on a regular basis.

Exceeds Expectations

This level signifies that the results achieved are clearly beyond what could be reasonably expected for Fully Successful performance.

Fully Successful

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

Minimally Satisfactory

This level signifies that there is a performance-related problem(s) although the performance has not reached "Unacceptable" in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume and/or quality within established timeframes; or exhibits limited sense of personal responsibility and accountability in work assignments; or experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to "Fully Successful."

Unacceptable

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a Performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to "Fully Successful."

Determining Summary Performance Ratings

Apply the following process to determine the summary performance rating level for the year:

Outstanding

For a summary performance rating of Outstanding, the one half or more of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

Exceeds Expectations

For a summary performance rating of Exceeds Expectations, the one half or more of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.

Minimally Satisfactory

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unacceptable.

Unacceptable

For a summary rating of Unacceptable, one or more Critical Elements are rated Unacceptable.



**EPA Performance Appraisal and Recognition System
Performance Plan and Summary Appraisal Package
Agency Benchmark Standards**

Instructions for Applying Standards: Ratings at all levels must be evaluated in the context of the grade level and job duties of the individual employee to the extent they apply to the critical element.

Outstanding

Delivers products or services that, to an extraordinary degree, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of exceptional quality and provide exemplary models, skill, and knowledge of subject area. Products are consistently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts with exceptional quickness and ease to changing priorities, consistently taking the lead. Products or services demonstrate exceptional research and analysis. Exhibits exceptional skills in independently planning, organizing, and prioritizing multiple assignments. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase results, efficiency, or effectiveness. Communicates verbally and in writing with exceptional clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are always well received and easily understood by a range of individuals and groups and significantly promote the Agency's programs and mission. Provides exceptional leadership in promoting teamwork and collaboration across organizations. ***Measures and metrics may be included.***

Exceeds Expectations

Delivers products or services that, to a degree beyond what can reasonably be expected, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of superior quality and provide excellent models for addressing the most difficult and complex work challenges and demonstrate high levels of creativity, skill, and knowledge of subject area. Products or services are frequently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts quickly to changing priorities often taking the lead. Products or services demonstrate high quality research and analysis. Exhibits excellent skills in independently planning, organizing, and prioritizing multiple assignments. Frequently develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Communicates verbally and in writing with excellent clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are consistently well received and easily understood by a range of individuals and groups, significantly promoting the Agency's programs and mission. Provides high quality leadership in promoting teamwork and collaboration across organizations. ***Measures and metrics may be included.***

Fully Successful

Delivers products or services that support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of a good quality and provide good models for addressing work challenges and require high levels of creativity, skill, and knowledge of subject area. Products are produced within the expected timeframes and reliably comply with applicable statutes, regulations, and established

policies and procedures. Adjusts to changing priorities. Products or services demonstrate thorough research and analysis. Exhibits effective skills in independently planning, organizing, and prioritizing multiple assignments. Develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Effectively communicates verbally and in writing. Written materials are well received and easily understood by a range of individuals and groups promoting the Agency's programs and mission. Promotes teamwork and collaboration across organizations. **Measures and metrics may be included.**

Minimally Satisfactory

Delivers products or services that marginally support the Agency's strategic plan, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate occasional deficiencies in creativity, skill, and knowledge of subject area. Products or services are occasionally produced in an untimely manner or do not comply with applicable statutes, regulations, and established policies and procedures. Has some difficulty adjusting to changing priorities. Products or services sometimes lack adequate research and analysis. Occasionally demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Infrequently offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications lack clarity. Written materials are generally not well received or understood by a range of individuals and groups. Infrequently promotes teamwork and collaboration across organizations.

Measures and metrics may be included.

Unacceptable

Often delivers products or services that do not support Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate frequent deficiencies in creativity, skill, and knowledge of subject area. Products are not produced in a timely manner and do not comply with applicable statutes, regulations, and established policies and procedures. Often has difficulty adjusting to changing priorities. Products or services often lack adequate research and analysis. Often demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Rarely offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications often lack clarity. Written materials are frequently not well received or understood by a range of individuals and groups. Does not promote teamwork and collaboration across organizations. **Measures and metrics may be included.**

EPA Performance Plan for Tara Martich, no data,

Critical Job Element 1:

Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement—identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
 - an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
 - an increase in the percent of enforcement actions requiring improvement of environmental management practices.
- and NPDES Compliance Unit Plan 2004-2007

Assumptions:

Also see employee's individual work plan for 2006.

Employee Performance Must be Evaluated against the Agency Benchmark Standards .

Measures and Metrics :

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOV, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity and economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices are organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures. Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☐ Outstanding ☐ Exceeds Expectations ☒ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 2:

Conducts non-inspection compliance monitoring and conducts inspections

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
 - an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
 - an increase in the percent of enforcement actions requiring improvement of environmental management practices.
- and NPDES Compliance Unit Plan 2004-2007

Assumptions:

Also see employee's individual work plan for 2006

Employee Performance Must be Evaluated against the Agency Benchmark Standards

Measures and Metrics :

Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement.

Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets and are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes : *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding

☐ Exceeds Expectations

☒ Fully Successful

☐ Minimally Satisfactory

☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 3:

Seafood Sector, Oil and Gas Sector Lead Back-up

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
 - an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
 - an increase in the percent of enforcement actions requiring improvement of environmental management practices.
- and NPDES Compliance Unit Plan 2004-2007

Assumptions:

Also see employee's individual work plan for 2006.

Employee Performance Must be Evaluated against the Agency Benchmark Standards

Measures and Metrics :

Responsible for employing a variety of tools to ensure NPDES compliance for the assigned sector(s). Understands and advocates for Agency's position, philosophy, policies procedures, contacts, responsibilities, projects. Effectively communicates program's progress, projects, needs (which may include contract dollars and contract management) and issues to management. Develops relationships internally and externally (e.g. R 10, HQ, states, public) and convenes appropriate stakeholders for fact gathering, information sharing, and decision-making. Represents the Region on national work groups where appropriate. Leads program planning, including inspection planning, tracking and reporting (PCS, ICIS and ACS). Is aware of state PPA and PPG commitments within the assigned sector(s) area and coordinates sector work accordingly. Provides assistance to inspectors during inspection preparations as requested. Reviews and comments on draft NPDES permits to ensure permit language is enforceable. Ensures enforcement responses are consistent with Agency and Regional strategy and policy, or if not, are justified given site specific information. Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding ☒ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 4:

Alaska NPDES Compliance Program Contact

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;

-an increase in the percent of enforcement actions requiring improvement of environmental management practices.
and NPDES Compliance Unit Plan 2004-2007

Assumptions:

Also see employee's individual work plan for 2006.

Employee Performance Must be Evaluated against the Agency Benchmark Standards .

Measures and Metrics :

Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska.

Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies tasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations.

Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support from management as appropriate. Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich, no data

Critical Job Element 5:

Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership

Strategic Plan elements supported by this CJE :

Region 10 Leadership Philosophy

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards .

Measures and Metrics :

Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings /decision making process and in the work place as a whole.

Employee is receptive and participates in continual improvement for the work process and , where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions.

The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office.

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding



Exceeds Expectations



Fully Successful



Minimally Satisfactory



Unsatisfactory



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet**

Employee Name: Tara Martich	Title, Series, Grade: 0408 GS-13
Performance Period: 01/01/2008 - 09/30/2008	Organizational Location: OCE, NPDES Compliance Unit

PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.

OK ✓
2/11/17



EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

Definitions of Summary Rating Levels

Outstanding

This level is reserved for the truly exemplary employee who demonstrates the highest degree of achievement in his/her area(s) of work. This employee demonstrates an extraordinary degree of initiative and self-reliance in identifying and resolving problems or requirements of the work situation, and in developing, recommending or executing innovative solutions successfully to accomplish tasks ahead of target. The employee is extremely adaptable in adjusting to, and resolving, new, unusual, difficult or complex situations or problems in order to successfully accomplish program objectives. The employee's performance and contributions are of such a high level that they produce a significant and positive impact on the performance of others and the operations or reputation of the work unit.

Exceeds Expectations

This level signifies that the results achieved are clearly beyond what could be reasonably expected.

Fully Successful

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

Minimally Satisfactory

This level signifies that there is a significant performance-related problem(s) although the performance has not reached unsatisfactory in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume or quality within established timeframes; exhibits limited sense of personal responsibility and accountability in work assignments; experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to Fully Successful.

Unsatisfactory

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to Fully Successful.

Determining Summary Performance Ratings

Apply the following process to determine the summary performance rating level for the year:

Outstanding

For a summary performance rating of Outstanding, the majority of the Critical Elements are rated Outstanding *and* none of the Critical Elements are rated lower than Exceeds Expectations.

Exceeds Expectations

For a summary performance rating of Exceeds Expectations, the majority of the Critical Elements are rated Exceeds Expectations *and* none of the Critical Elements are rated lower than Fully Successful.

Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, *and* none of the Critical Elements are rated lower than Fully Successful.

Minimally Satisfactory

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory *and* none of the Critical Elements are rated Unsatisfactory.

Unsatisfactory

For a summary rating of Unsatisfactory, one or more Critical Elements are rated unacceptable (Unsatisfactory).



EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

Employee Name: Tara Martich	Title, Series, Grade: 0408 GS-13
Performance Period: 01/01/2008 - 09/30/2008	Organizational Location: OCE, NPDES Compliance Unit

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period, and those elements have been clearly communicated with me.

Employee's Signature and Date	Supervisor's Signature and Date <i>Kimberly A. DeB</i> 2/5/08
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Individual being rated is a: ☐ Supervisor ☐ Manager ☐ Team Leader ☒ Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date	<i>KAD</i> 5/1/08	<i>none</i>	

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.

** Listed changes to the PARS document if changes were made.

Employee's Initials and Date	* <i>TM</i> 5/1/08		
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* <input type="checkbox"/> Outstanding <input type="checkbox"/> Minimally Satisfactory <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Fully Successful <i>*See facing page for definitions and additional guidance</i>	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached <i>Yes - electronic version available.</i>
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date <i>Kimberly A. DeB</i> 10/8/08.	Employee's Signature and Date
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Performance Standards

Performance Standards and Measures

Outstanding: Delivers exceptional work products and/or services and outcomes that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and are of rare, high quality. Completed work demonstrates exceptionally thorough research and analysis. Work shows that different approaches or strategies are considered and that those selected best fit the needs and capacity of the Region or the Agency. Employee's efforts achieve organizational objectives that would not otherwise be achieved. Works extremely well without close supervision or guidance, consistently recognizing what has to be done and accomplishing it without additional direction. Both quality and quantity of work consistently reflect superior technical competence. The employee works well with individuals or in groups and handles even the most difficult situations in a highly effective manner. Consistently plans and organizes assignments and workloads in a way that avoids unnecessary conflicts. Adjusts quickly and easily to changing priorities. Consistently communicates/responds to a variety of individuals/groups using new approaches that enhance the understanding of the Agency's policies and programs and improve the reputation of the Agency or at least create a better perspective. Provides written materials that are consistently well received by a variety of individuals/groups, demonstrate exceptionally thorough research and analysis and increase the understanding of the Agency's policies and programs.

Exceeds Expectations: Demonstrates unusually good performance in critical areas. Exhibits sustained support of Agency's mission; strategic goals; programs and policy objectives; and annual performance plans and budget priorities. Often exceeds customer expectations. Shows a comprehensive understanding of the objectives of the job, and the methods for meeting them. Effective planning improves the quality of management practices, operating procedures, task assignments and/or program activities. Develops and/or implements workable and cost-effective approaches to meet organizational goals. Demonstrates ability to get the job done well in more than one way, while handling difficult and unanticipated problems. Produces high quality work, often ahead of established schedules, and with less than normal supervision.

Fully Successful: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/ responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and programs. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with subordinates, peers and superiors.

Minimally Satisfactory: Performance shows serious deficiencies that require correction. Work frequently needs revision or adjustments to meet a successful level. All assignments are completed, but often require assistance from supervisor and/or peers. Organizational goals and objectives are met only as a result of close supervision. On one or more occasions, important work requires unusually close supervision to meet organizational goals or needs so much revision that deadlines were missed or imperiled. Shows a lack of awareness of policy implications or assignments; inappropriate or incomplete use of programs or services; circumvention of established procedures, resulting in unnecessary expenditure of time or money; reluctance to accept responsibility; disorganization in carrying out assignments; incomplete understanding of one or more important areas of the field of work; unreliable methods for completing assignments; lack of clarity in writing and speaking; and/or failure to promote team spirit.

Unsatisfactory: Majority of work frequently fails to meet expectations and is unacceptable. Produces unsatisfactory quality and/or quantity of work. Written and oral communications are frequently ambiguous and misunderstood. Frequently fails to follow guidance and procedures successfully. Work is performed in a disorganized fashion and presentations are received poorly. Routinely needs help in deciding what is important and should be done next. Frequently unable to complete one task before becoming distracted by another. Plans and organizes assignments and routine workloads in such a way as to cause conflicts. Fails to accurately distinguish between the critical, the important and the routine aspects of the job, resulting in energies and efforts being directed to the wrong activities. Unable or unwilling to adjust to changing priorities and/or deal adequately with the unexpected. Requires close and frequent supervision.

EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008

CJE1: Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship


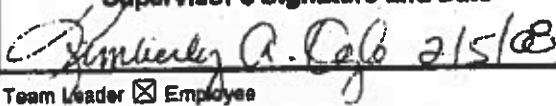
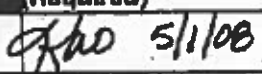
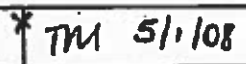
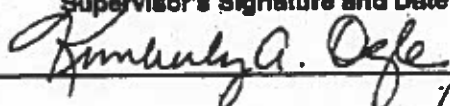
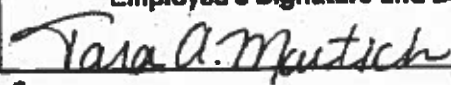
Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

-an increase in complying actions taken during inspections;

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 EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package			
Employee Name: Tara Martich		Title, Series, Grade: 0408 GS-13	
Performance Period: 01/01/2008 - 09/30/2008		Organizational Location: OCE, NPDES Compliance Unit	
SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS			
My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period, and those elements have been clearly communicated with me.			
Employee's Signature and Date		Supervisor's Signature and Date	
		 2/5/08	
Individual being rated is a: <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Team Leader <input checked="" type="checkbox"/> Employee			
Linking CE's It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: <i>This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.</i>			
SECTION 2. PROGRESS REVIEW(S)			
	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date	 5/1/08	none	
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures. * Listed changes to the PARS document if changes were made.			
Employee's Initials and Date	 5/1/08		
SECTION 3. END OF YEAR RATING			
Summary Rating Levels* <input type="checkbox"/> Outstanding <input type="checkbox"/> Minimally Satisfactory <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Fully Successful <i>*See facing page for definitions and additional guidance</i>		Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> Is attached <input type="checkbox"/> Is not attached Yes - electronic version available.	
My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.			
Supervisor's Signature and Date		Employee's Signature and Date	
 10/8/08.		 10/8/08	

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02-05-2008

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EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

Employee Name: Tara Martich

Title, Series, Grade: 0408 GS-13

Performance Period: 01/01/2008 - 09/30/2008

Organizational Location: OCE, NPDES
Compliance Unit

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period, and those elements have been clearly communicated with me.

Employee's Signature and Date

Tara A. Martich 2/5/08

Supervisor's Signature and Date

Jennifer A. Dele 2/5/08

Individual being rated is a: ☐ Supervisor ☐ Manager ☐ Team Leader ☒ Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date			

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.
* Listed changes to the PARS document if changes were made.

Employee's Initials and Date			
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* <input type="checkbox"/> Outstanding <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Fully Successful <i>*See facing page for definitions and additional guidance</i>	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date	Employee's Signature and Date
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-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.
and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures :

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs :

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity an economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices are organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2008. 8

Performance Narrative :

Supervisor's Notes : *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding ☐ Exceeds Expectations ☒ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008

CJE2: Conducts non-inspection compliance monitoring and conducts inspections

Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures :

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs :

Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement.

Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2006 8

Performance Narrative :

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding ☐ Exceeds Expectations ☒ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008
CJE3: Seafood Sector, Oil and Gas Sector Lead Back-up
Strategic Plan elements supported by this CJE :
<p>Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship</p> <p>Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:</p> <ul style="list-style-type: none"> -an increase in complying actions taken during inspections; -an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; -an increase in the percent of enforcement actions requiring improvement of environmental management practices. <p>and NPDES Compliance Unit Plan 2004-2007</p>
<p>Additional performance standards and measures :</p> <p>Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.</p>
<p>Detailed description of outcomes and outputs :</p> <p>Responsible for employing a variety of tools to ensure NPDES compliance for the assigned sector(s). Understands and advocates for Agency's position, philosophy, policies procedures, contacts, responsibilities, projects. Effectively communicates program's progress, projects, needs (which may include contract dollars and contract management) and issues to management. Develops relationships internally and externally (e.g. R 10, HQ, states, public) and convenes appropriate stakeholders for fact gathering, information sharing, and decision-making. Represents the Region on national work groups where appropriate. Leads program planning, including inspection planning, tracking and reporting (PCS, ICIS and ACS). Is aware of state PPA and PPG commitments within the assigned sector(s) area and coordinates sector work accordingly. Provides assistance to inspectors during inspection preparations as requested. Reviews and comments on draft NPDES permits to ensure permit language is enforceable. Ensures enforcement responses are consistent with Agency and Regional strategy and policy, or if not, are justified given site specific information.</p>
<p>Assumptions (if applicable): Also see employee's individual work plan for 2006. 8</p>
<p>Performance Narrative :</p>
<p>Supervisor's Notes: *</p>
<p>* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .</p>
<p>Rating:</p> <p> <input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory </p>

EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008
CJE4: Alaska NPDES Compliance Program Contact
Strategic Plan elements supported by this CJE :

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement—identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures :

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs :

Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska.

Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies tasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations.

Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support from management as appropriate.

Assumptions (if applicable): Also see employee's individual work plan for 2006. 8

Performance Narrative :

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding ☒ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008

CJE5: Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership

Strategic Plan elements supported by this CJE : Region 10 Leadership Philosophy

Additional performance standards and measures :

Detailed description of outcomes and outputs : Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in

promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole.

Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions.

The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office.

Assumptions (if applicable):

Performance Narrative :

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .

Rating:

☐ Outstanding



Exceeds Expectations

☐ Fully Successful

☐ Minimally Satisfactory

☐ Unsatisfactory

HR



EPA Performance Appraisal and Recognition System Performance Plan Coversheet

Employee Name: Tara Martich	Title, Series, Grade: 0408 GS-13
Performance Period: 01/01/2007 - 12/31/2007	Organizational Location: OCE, NPDES Compliance Unit

PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

Definitions of Summary Rating Levels

Outstanding

This level is reserved for the truly exemplary employee who demonstrates the highest degree of achievement in his/her area(s) of work. This employee demonstrates an extraordinary degree of initiative and self-reliance in identifying and resolving problems or requirements of the work situation, and in developing, recommending or executing innovative solutions successfully to accomplish tasks ahead of target. The employee is extremely adaptable in adjusting to, and resolving, new, unusual, difficult or complex situations or problems in order to successfully accomplish program objectives. The employee's performance and contributions are of such a high level that they produce a significant and positive impact on the performance of others and the operations or reputation of the work unit.

Exceeds Expectations

This level signifies that the results achieved are clearly beyond what could be reasonably expected.

Fully Successful

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

Minimally Satisfactory

This level signifies that there is a significant performance-related problem(s) although the performance has not reached unsatisfactory in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume or quality within established timeframes; exhibits limited sense of personal responsibility and accountability in work assignments; experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to Fully Successful.

Unsatisfactory

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to Fully Successful.

Determining Summary Performance Ratings

Apply the following process to determine the summary performance rating level for the year:

Outstanding

For a summary performance rating of Outstanding, the majority of the Critical Elements are rated Outstanding *and* none of the Critical Elements are rated lower than Exceeds Expectations.

Exceeds Expectations

For a summary performance rating of Exceeds Expectations, the majority of the Critical Elements are rated Exceeds Expectations *and* none of the Critical Elements are rated lower than Fully Successful.

Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, *and* none of the Critical Elements are rated lower than Fully Successful.

Minimally Satisfactory

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory *and* none of the Critical Elements are rated Unsatisfactory.

Unsatisfactory

For a summary rating of Unsatisfactory, one or more Critical Elements are rated unacceptable (Unsatisfactory).



EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

Employee Name: Tara Martich	Title, Series, Grade: 0408 GS-13
Performance Period: 01/01/2007 - 12/31/2007	Organizational Location: OCE, NPDES Compliance Unit

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period, and those elements have been clearly communicated with me.

Employee's Signature and Date

Supervisor's Signature and Date

Individual being rated is a: ☐ Supervisor ☐ Manager ☐ Team Leader ☒ Employee

Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date			

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.
** Listed changes to the PARS document if changes were made.

Employee's Initials and Date			
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SECTION 3. END OF YEAR RATING

Summary Rating Levels* <input type="checkbox"/> Outstanding <input type="checkbox"/> Minimally Satisfactory <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Fully Successful *See facing page for definitions and additional guidance	Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached
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My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date <i>Kimberly A. Cole 2/21/08</i>	Employee's Signature and Date
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Performance Standards

Performance Standards and Measures

Outstanding: Delivers exceptional work products and/or services and outcomes that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and are of rare, high quality. Completed work demonstrates exceptionally thorough research and analysis. Work shows that different approaches or strategies are considered and that those selected best fit the needs and capacity of the Region or the Agency. Employee's efforts achieve organizational objectives that would not otherwise be achieved. Works extremely well without close supervision or guidance, consistently recognizing what has to be done and accomplishing it without additional direction. Both quality and quantity of work consistently reflect superior technical competence. The employee works well with individuals or in groups and handles even the most difficult situations in a highly effective manner. Consistently plans and organizes assignments and workloads in a way that avoids unnecessary conflicts. Adjusts quickly and easily to changing priorities. Consistently communicates/responds to a variety of individuals/groups using new approaches that enhance the understanding of the Agency's policies and programs and improve the reputation of the Agency or at least create a better perspective. Provides written materials that are consistently well received by a variety of individuals/groups, demonstrate exceptionally thorough research and analysis and increase the understanding of the Agency's policies and programs.

Exceeds Expectations: Demonstrates unusually good performance in critical areas. Exhibits sustained support of Agency's mission; strategic goals; programs and policy objectives; and annual performance plans and budget priorities. Often exceeds customer expectations. Shows a comprehensive understanding of the objectives of the job, and the methods for meeting them. Effective planning improves the quality of management practices, operating procedures, task assignments and/or program activities. Develops and/or implements workable and cost-effective approaches to meet organizational goals. Demonstrates ability to get the job done well in more than one way, while handling difficult and unanticipated problems. Produces high quality work, often ahead of established schedules, and with less than normal supervision.

Fully Successful: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/ responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and programs. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with subordinates, peers and superiors.

Minimally Satisfactory: Performance shows serious deficiencies that require correction. Work frequently needs revision or adjustments to meet a successful level. All assignments are completed, but often require assistance from supervisor and/or peers. Organizational goals and objectives are met only as a result of close supervision. On one or more occasions, important work requires unusually close supervision to meet organizational goals or needs so much revision that deadlines were missed or imperiled. Shows a lack of awareness of policy implications or assignments; inappropriate or incomplete use of programs or services; circumvention of established procedures, resulting in unnecessary expenditure of time or money; reluctance to accept responsibility; disorganization in carrying out assignments; incomplete understanding of one or more important areas of the field of work; unreliable methods for completing assignments; lack of clarity in writing and speaking; and/or failure to promote team spirit.

Unsatisfactory: Majority of work frequently fails to meet expectations and is unacceptable. Produces unsatisfactory quality and/or quantity of work. Written and oral communications are frequently ambiguous and misunderstood. Frequently fails to follow guidance and procedures successfully. Work is performed in a disorganized fashion and presentations are received poorly. Routinely needs help in deciding what is important and should be done next. Frequently unable to complete one task before becoming distracted by another. Plans and organizes assignments and routine workloads in such a way as to cause conflicts. Fails to accurately distinguish between the critical, the important and the routine aspects of the job, resulting in energies and efforts being directed to the wrong activities. Unable or unwilling to adjust to changing priorities and/or deal adequately with the unexpected. Requires close and frequent supervision.

EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007


CJE1: Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

-an increase in complying actions taken during inspections;

 EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package			
Employee Name: Tara Martich		Title, Series, Grade: 0408 GS-13	
Performance Period: 01/01/2007 - 12/31/2007		Organizational Location: OCE, NPDES Compliance Unit	
SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS			
My supervisor and I have discussed the critical elements that I will be rated against during the course of this rating period, and those elements have been clearly communicated with me.			
Employee's Signature and Date		Supervisor's Signature and Date	
Individual being rated is a: <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Team Leader <input checked="" type="checkbox"/> Employee			
Linking CEs It is important that critical elements (CEs) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: <i>This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.</i>			
SECTION 2. PROGRESS REVIEW(S)			
	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date			
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures. ** Listed changes to the PARS document if changes were made.			
Employee's Initials and Date			
SECTION 3. END OF YEAR RATING			
Summary Rating Levels* <input type="checkbox"/> Outstanding <input type="checkbox"/> Minimally Satisfactory <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Fully Successful *See facing page for definitions and additional guidance		Learning and Development My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). <input type="checkbox"/> is attached <input type="checkbox"/> is not attached	
My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.			
Supervisor's Signature and Date <i>Kimberly A. Cofe 2/21/08</i>		Employee's Signature and Date <i>Tara A. Martich 2/21/08</i>	

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.
and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs:

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity and economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices and organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2006.

Performance Narrative:

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☐ Outstanding ☐ Exceeds Expectations ☒ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007

CJE2: Conducts non-inspection compliance monitoring and conducts inspections

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs:

Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement.

Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2006

Performance Narrative:

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☐ Outstanding ☐ Exceeds Expectations ☒ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007
CJE3: Seafood Sector, Oil and Gas Sector Lead Back-up
<i>Strategic Plan elements supported by this CJE:</i>
<p>Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship</p> <p>Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement—identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:</p> <ul style="list-style-type: none"> -an increase in complying actions taken during inspections; -an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; -an increase in the percent of enforcement actions requiring improvement of environmental management practices. <p>and NPDES Compliance Unit Plan 2004-2007</p>
<p>Additional performance standards and measures:</p> <p>Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.</p>
<p>Detailed description of outcomes and outputs:</p> <p>Responsible for employing a variety of tools to ensure NPDES compliance for the assigned sector(s). Understands and advocates for Agency's position, philosophy, policies procedures, contacts, responsibilities, projects. Effectively communicates program's progress, projects, needs (which may include contract dollars and contract management) and issues to management. Develops relationships internally and externally (e.g. R 10, HQ, states, public) and convenes appropriate stakeholders for fact gathering, information sharing, and decision-making. Represents the Region on national work groups where appropriate. Leads program planning, including inspection planning, tracking and reporting (PCS, ICIS and ACS). Is aware of state PPA and PPG commitments within the assigned sector(s) area and coordinates sector work accordingly. Provides assistance to inspectors during inspection preparations as requested. Reviews and comments on draft NPDES permits to ensure permit language is enforceable. Ensures enforcement responses are consistent with Agency and Regional strategy and policy, or if not, are justified given site specific information.</p>
<p>Assumptions (if applicable): Also see employee's individual work plan for 2006.</p>
<p>Performance Narrative:</p>
<p>Supervisor's Notes: *</p>
<p>* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory, or Unsatisfactory.</p>
<p>Rating:</p> <p> <input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory </p>

EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007
CJE4: Alaska NPDES Compliance Program Contact
<i>Strategic Plan elements supported by this CJE:</i>

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

- an increase in complying actions taken during inspections;
- an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
- an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs:

Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska.

Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies tasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations.

Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support form management as appropriate.

Assumptions (if applicable): Also see employee's individual work plan for 2006.

Performance Narrative:

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007

CJE5: Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership

Strategic Plan elements supported by this CJE: Region 10 Leadership Philosophy

Additional performance standards and measures:

Detailed description of outcomes and outputs: Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in

promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole.

Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions.

The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office.

Assumptions (if applicable):

Performance Narrative:

Supervisor's Notes: *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory